

Request for Proposals Commercial HVAC Maintenance Service & Repairs Term Contract

Edgefield County, South Carolina

RFP No. 05-22-2023

Proposal Notice

The County of Edgefield is soliciting proposals for HVAC Maintenance and Repairs for a term contract of one year beginning on July 1, 2023 with the option to renew. This proposal is asking for qualified contractors to submit proposals for performing scheduled quarterly maintenance and inspections as well as any repair work needed on the County owned heating, ventilation, and air conditioning systems. Contractor must be able to make non-scheduled repairs on a timely basis, within one business day. All repairs will be quoted before work is done, including hourly rates. Proposers are required to attend a pre-proposal meeting to inspect all building and HVAC systems included in RFP prior to submitting proposal.

Subject to the conditions and provisions set forth in the attached, **sealed proposal packages** must be clearly labeled with Proposal Number and received no later than **10:15 AM on Monday, May 22, 2023** at the **Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC 29824**. Neither late, faxed, nor emailed proposals will be accepted.

The commodities and/or services must be furnished as described and specified in the proposal package. Edgefield County reserves the right to reject any or all proposals.

Envelopes should be conspicuously marked in the lower left hand corner:

RFB No. 05-22-2023
EC HVAC Maintenance and Repairs

Contact Person:

David Caddell, County Administrator
dcaddell@edgefieldcounty.sc.gov
803-637-4000

Please fill out and return with your Proposal Package

RFP No. 05-22-2023

Request for Proposal Form

Edgefield County
124 Courthouse Square
Edgefield, SC 29824

DATE: _____

PROPOSING ORGANIZATION: _____

The above submits herewith our Proposal in response to proposal request number shown above and in compliance with the description and/or specifications within and attached hereto for:

HVAC MAINTENANCE AND REPAIRS

SIGNATURE OF PROPOSER'S REPRESENTATIVE: _____

NAME: _____

(Please Print)

PHONE: _____ TITLE: _____

FAX: _____ EMAIL: _____

ANNUAL MAINTENANCE & INSPECTION FEE: _____

HOURLY JOURNYMAN RATE: _____

HOURLY HELPER RATE: _____

MINIMUM SERVICE CALL RATE: _____

Please attach References Sheet and any additional information or details needed to clarify your proposal.

General Instructions to Proposer's

- 1.1 **Proposal Opening and Award**
The proposal will not be awarded at the time of the proposal opening. The proposals will be reviewed by the County Administrator, maintenance staff and County Council. Award will be made at the earliest possible date by approval of the Edgefield County Council. No proposals may be withdrawn for a period of thirty (30) days after the proposal opening date.
- 1.2 **Taxes**
The County pays applicable South Carolina State Sales Taxes. All applicable taxes should be shown as separate line items on the proposal form.
- 1.3 **Guarantee with Proposal and Warranties**
Proposer shall provide information on their product and service warranties.
- 1.4 **Use of Brand Names**
Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective Proposers the general style, type, character, and quality of equipment desired. If the article proposal upon has a trade or brand name, show name in the proposal.
- 1.5 **Specification Deviations by the Proposer**
Any deviation from this specification MUST be noted in detail and submitted in writing with this proposal. Completed specifications should be attached for any substitution offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Proposer strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with proposals, the proposer's name should be clearly shown on each document.
- 1.6 **Specification Changes after Proposal Award**
Any changes in specifications after the contract has been awarded, must be with written consent of the Purchasing Agent, otherwise, the responsibility, costs and expense for such changes shall be solely with the vendor.
- 1.7 **Specification Changes, Additions, and Deletions**
All changes in specifications by the County shall be in writing and furnished to ALL Proposers.
- 1.8 **Proposal Changes**
Proposals, amendments thereto or withdrawal requests received by the county after the time advertised for proposal opening, will be void regardless of when they were mailed.
- 1.9 **Location of Project:**
Edgefield County Buildings to be serviced:

Auditor's Office	Department of Social Services
Administration Office	Library
Agricultural Building	Neighborhood Center
Council Building	Courthouse
Magistrate's Office	Emergency Medical Services Building
Health Department	Calliham/Kneece Building
Sheriff's Office and Jail	Sweetwater Community Center Building
Building and Planning Office and Voter Registration Office	

- 1.10 Information
Any questions or inquiries concerning this proposal must be emailed to the attention of:
David Caddell, County Administrator
dcaddell@edgefieldcounty.sc.gov
803-637-4000
- 1.11 Other Charges
Proposal prices shall include as separate line items all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the proposal price is the total price to be paid for the item(s).
- 1.12 Inspection and Acceptance of Work
Notification to Edgefield County maintenance is required prior to and completion of work.
Inspection and acceptance shall be conducted by the person named below:

Joe Simpkins, Edgefield County Maintenance
- 1.13 Pay Schedule
Payment for the project shall be at completion. Any change to this payment procedure must be addressed in the proposal submittal. In most cases Edgefield County will issue payment checks within 21 days of receiving an acceptable invoice for completed, satisfactory work.
- 1.14 The County of Edgefield reserves the right to reject any or all proposals in whole or in part.
- 1.15 Licenses
Proposer is required to be licensed by the State of South Carolina for the trade in which they are engaging.
- 1.16 Permits
Successful proposer is required to obtain all necessary federal, state and local permits for this project.
- 1.17 Insurance
The amount and types of insurance required should commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards below described. Without limiting its liability under the contract agreement, the contractor shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

SCHEDULE

WORKERS COMPENSATION

COMMERCIAL GENERAL LIABILITY

PROFESSIONAL LIABILITY
(per occurrence)

AUTOMOBILE LIABILITY

All Owned, Non-Owned, and Hired

LIMIT

Statutory

\$1,000,000 per occurrence/
\$2,000,000 aggregate

\$1,000,000/\$2,000,000

\$1,000,000 Combined Single Limit

- 1.18 Applicable Building Codes
All work performed shall comply with the current building codes mandated by the State of South Carolina and Edgefield County.
- 1.19 Final Clean Up

Successful proposer shall clean site of all waste including, but not limited to, parts, screws or nuts, and other debris.

- 1.20 Time of Completion
A work schedule will be agreed on at the time of awarding of contract.
- 1.21 Termination of Contract
Edgefield County reserves the right to terminate this contract for nonconformance with the contract terms.

Special Instructions to Proposer

- 2.0 Mandatory On-Site Visit and Inspection of HVAC Units
Each contractor is required to attend a pre-proposal inspection of the heating, ventilation, and air conditioning (HVAC) systems described in this RFP. This site visit is scheduled for **May 11, 2023**, at 10:00 a.m. All Parties shall meet in front of the Edgefield County Courthouse located at 129 Courthouse Square, Edgefield, SC 29824.
- 2.1 Provide listing of agencies and clients with contact information for which the proposer has or has had a contract for similar services at any time during the last five (5) years.

Scope of Work

Furnish labor, filters, and cleaning materials for quarterly preventive maintenance service to include the following:

Change of Air Filters
Checking of Equipment Lubricants
Checking of Equipment Belts and Pulleys
Checking of Gas Burners, Heat Exchangers and Pressure
Checking of Flue Piping
Checking and Cleaning of Condensate Drain Piping, Pans, Pumps and Float Switches
Checking and Cleaning of Condenser Coils
Checking and Cleaning of Evaporator Coils
Checking Operation of Thermostats
Checking of Refrigerant Levels and Pressures
Timely Non-Scheduled Repairs as needed should be responded to within one business day (repairs will be quoted before work is done including hourly rates)
Provide County with Service Record for all Quarterly Maintenance and Repairs

Term of Contract

The term of the contract will be for one (1) year period **beginning on July 1, 2023**. The County may extend the contract for 2 additional years if it appears to be in the best interest of the County.